

**CITY OF CORVALLIS**  
**COUNCIL POLICY MANUAL**

**POLICY AREA 2 - COUNCIL PROCEDURES**

**CP 98-2.10**      **Use of Electronic Mail by Mayor and City Council**

**Adopted February 2, 1998**

Revised December 7, 1998

Revised October 18, 1999

Revised March 5, 2001

Revised December 1, 2003

Revised November 7, 2005

Revised December 17, 2007

Revised November 2, 2009

Revised February 6, 2012

**2.10.010**      **Purpose**

To define the use and retention of electronic mail for the Mayor and City Council , the training provided by the City, and the management of computer equipment.

**2.10.020**      **Goal**

To promote and maintain transparency by making available E-mail communications by, between, or to the Mayor and/or City Councilors online.

To provide guidance to Mayor and City Council on the proper use of E-mail.

**2.10.030**      **Definitions**

Archive E-Mail - An electronic filing of E-mails which automatically receives a copy of all communications by, between, or to the Mayor or Councilors.

E-Mail - Electronic mail (E-mail) is a method of exchanging digital messages including various attachments from one author to one or more recipients.

## **Council Policy 98-2.10**

Laptop Computer - Laptops are portable computers the City purchases for the Mayor and City Council for City business.

Mayor and City Council - The Mayor and City Council elected to serve the community during the current term of office.

### 2.10.040      Policy

2.10.041      All E-mail use by the Mayor and Councilors will comply with the requirements of the Oregon Public Records Law, Oregon Revised Statutes 192.410 through 192.505.

2.10.042      All persons have the right to inspect E-mails created by or sent to local elected officials on the public E-mail system.

2.10.043      E-mail from the Mayor and/or Councilors to City staff will be to the City Manager, the Assistant to City Manager/City Recorder, or Department Directors, unless otherwise authorized.

2.10.044      E-mail may not be used to discuss policy issues with a majority of the Council and the Mayor, or two or more members of a standing committee, on an item coming before it for discussion, or to make policy decisions, or carry on deliberations.

2.10.045      E-mail by, between, or to Councilors or Mayor and Councilors will be automatically copied to the City's website and accessible to citizens.

2.10.046      E-mail from, to, or between Mayor and Councilors will be retained on the City's website for one year to meet general records retention requirements.

2.10.047      E-mail sent by the Mayor and Councilors must ensure that it can be automatically copied to the City's website.

2.10.048      Any E-mail sent to, by, or between the Mayor or Councilors is subject to public records requirements and will be forwarded electronically by the Mayor or Councilor to the Assistant to City Manager/City Recorder to be included in the appropriate public record file.

2.10.049      Mayor and City Council E-mail may be viewed on the City's website.

## **Council Policy 98-2.10**

### **2.10.050      Procedures**

- 2.10.051      A request for E-mail records is subject to Oregon Public Records law and must comply with Administrative Policy AP 06-1.14 (public records request).
- 2.10.052      E-mail communications will be available for one year and will be deleted from the City's website at the end of that period. Any E-mail sent to, by, or between the Mayor and Councilors is subject to public records requirements and must be forwarded electronically by the Mayor or Councilor to the Assistant to City Manager/City Recorder. An example would be comments from a constituent on a land use issue before the Council. The Assistant to City Manager/City Recorder, or responsible Departmental staff, may also make copies of messages containing community feedback on City issues, but the responsibility for forwarding public record related correspondence rests with the Mayor and City Council.
- 2.10.053      As required by State law and except as may specifically be exempted by ORS 192.501 and 192.502, the City Manager shall, upon request, make available E-mails created or received by elected officials.
- 2.10.054      The Mayor and Councilors who receive E-mail from constituents regarding land use or other quasi-judicial issues should inform the sender that a copy of the E-mail will be entered into the public record, and, if necessary, that they are unable to discuss such matters outside of the public hearing.

### **2.10.060      Training**

The City's MIS Division will provide training on electronic mail and internet access for the Mayor and Councilors. At the beginning of each Council term, staff will schedule training on both E-mail and internet for the Mayor and Council as a group.

### **2.10.070      Equipment**

- 2.10.071      The Mayor and Councilors may use their own personal computers for access to the internet and E-mail, use a City provided laptop for their use while on the Council, or may choose not to use E-mail as a form of communication.
- 2.10.072      If the Mayor or Councilor chooses to use her/his own personal computer, the personal computer may be subject to public records law requirements.

## **Council Policy 98-2.10**

- 2.10.073 If the Mayor or Councilor chooses to use a City-owned laptop computer, MIS Division staff will ensure the laptop is installed appropriately for use. The laptop will remain the property of the City and must be returned at the end of the Mayor and Councilor's tenure.
- 2.10.074 It is the responsibility of the Mayor and Councilors to return the laptop to the City Manager's Office for service or repairs.
- 2.10.075 The MIS Division will provide technical support for the Mayor and Councilors' laptops and training between 8 am and 5 pm Monday through Friday. Service can be coordinated through the Assistant to City Manager/City Recorder.

### 2.10.080 Review and Update

This Policy shall be reviewed every two years by the MIS Manager and the Assistant to City Manager/City Recorder, and updated as appropriate.